

# EMPLOYMENT OPPORTUNITY

## CITY OF LONGBEACH



### **Assistant to the City Manager/Administrative Officer** CITY MANAGER DEPARTMENT

*The City of Long Beach is seeking an experienced, dynamic and collaborative individual to effectively perform the administrative duties of the City Manager's Office*



## THE COMMUNITY

Ideally located on the Pacific Ocean, the City of Long Beach, California (population 462,257) is frequently described as a series of strong, diverse interwoven small communities within a large city. Enjoying an ideal Southern California climate, Long Beach is home to an abundance of cultural and recreational options. The Long Beach Convention Center, Aquarium of the Pacific, Queen Mary and the annual Toyota Grand Prix of Long Beach, plus a wide variety of other attractions (two historic ranchos, three marinas, and five golf courses), serve to draw 6.5 million visitors a year. The City is also home to California State University, Long Beach and Long Beach City College. Cal State Long Beach is the second largest university in the state and has consistently ranked among the top best value of public colleges in the nation. Serving the K-12 student population, the Long Beach Unified School District consistently ranks among the top 10 urban school districts in the country. Covering approximately 50 square miles, Long Beach is supported by a wide mix of industries with education, health and social services, manufacturing, retail trade, and professional services. While it offers all the amenities of a large metropolis, many say Long Beach has the added benefit of having maintained a strong sense of community and cohesiveness despite its size. Long Beach is the seventh largest city in California, and celebrates its vibrant diversity. A superb climate, quality schools, a vibrant downtown, and a variety of neighborhoods help make Long Beach one of the most livable communities in the country.

## CITY GOVERNMENT

Long Beach is a full-service Charter City governed by nine City Council members who are elected by district and a Mayor that is elected at-large. Elected officials also include the City Attorney, City Auditor, and City Prosecutor. The Council Members and the Mayor are subject to a two-term limit, which allows them to serve for a maximum of eight years. The City Council appoints a City Manager and a City Clerk. The City Manager is responsible for the efficient administration of all City departments, excluding those under the direction of a separately elected official, Board or Commission. Long Beach is a full service City providing all traditional public services. Long Beach also maintains one of the world's busiest seaports, which serves as a leading gateway for international trade. The City also has its own full-service commercial airport, a Gas & Oil Department, and is one of only three cities in California with its own Health Department. Long Beach is supported by a total FY 2016 budget of approximately \$2.7 billion, with the General Fund budget totaling \$427 million. More than 5,900 full and part-time employees support municipal operations with the majority being represented by nine employee associations.



## CITY MANAGER DEPARTMENT

The City Manager's Office has 50 full-time and part-time employees focusing on City Council support, executive management, intergovernmental relations, public affairs, special events and filming, Citizen Police Complaint Commission objectives, Tidelands capital improvement projects, Innovation Team initiatives and sustainable solutions.

The mission is to implement programs in accordance with City Council policies, the City Charter and Municipal Code, while providing leadership for effective delivery of services to the community. The annual budget is approximately \$13.8 million.



## THE POSITION

Reporting to the Assistant City Manager, this at-will manager is responsible for handling the administrative functions for the City Manager's Office, coordinating documents for the City Manager's signature, and citywide coordination of Public Records Act requests made to the City of Long Beach. The Assistant to the City Manager may also work on special projects and other assignments on behalf of the City Manager. Supervising a staff of two, the Assistant to the City Manager's responsibilities are to:

- Coordinate departmental budget preparation activities, including the development and administration of the department budget, forecasting, monitoring, and approving expenditures.
- Oversee and coordinate personnel functions within the department; including overseeing recruitment, hiring, and evaluation processes.
- Oversee and coordinate departmental purchasing activities, RFP's and approve department purchase orders.
- Supervise reception desk personnel, and respond to and resolve complex and sensitive customer service issues and complaints.
- Review all contracts and other documents coming to the City Manager for completeness and conformance, coordinate the signature process for all documents coming to the City Manager for signature.
- Receive, log, research, and track Public Records Act requests (PRAs) on behalf of the City, ensuring the City adheres to State and federal laws regarding public records, and coordinate assembly of responsive documents from City departments.
- Work with departments to make data more readily available to the public thereby reducing the need for PRAs.
- Assist, coordinate, and consolidate the efforts of City departments and staff toward the completion of a variety of assignments and projects, and provides immediate, accurate assistance in the analysis, synthesis, and presentation of information.

## THE IDEAL CANDIDATE

The ideal candidate will have strong analytical abilities, including the ability to evaluate and formulate solutions to a wide range of data and issues. Excellent interpersonal skills, including the ability to interface well with the public and City staff. Possess excellent written and oral communication skills, and an ability to communicate in a clear, concise, and professional manner. Strong organizational skills and the ability to be flexible, including the ability to handle multiple projects of varying complexity at one time.

### Experience + Education

1. Graduation from an accredited university or college with a Bachelor's degree in Public Administration or related field.
2. A minimum of four years experience working for a public agency handling budget, financial, personnel or other related management support experience.

**Professional Attributes:** The attributes that best describe the new Administrative Officer:

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| ▪ Highly organized, multi-tasker                         | ▪ Ethical with a high level of integrity       |
| ▪ Participative and inclusive management style           | ▪ Embraces ideas and contributions from others |
| ▪ Self-motivated   | ▪ Dedicated to quality service                 |
| ▪ Strong writing skills                                  | ▪ Creative, strategic thinker                  |
| ▪ Results oriented                                       | ▪ Strong project management / technical skills |
| ▪ Direct communicator with superior interpersonal skills | ▪ Exercises good judgment                      |



## SALARY + BENEFITS

The salary range for this position is \$80,000 to \$120,000 annually. Placement in the range will depend on qualifications. The City's compensation package also encompasses an attractive benefits package that includes:

- **Retirement** – City offers CalPERS with a benefit of 2.5% @ 55 for Classic members or 2% at 62 for new members as defined by PEPRA, subject to the limitations set by PERS. Employee pays the employee portion. The City also participates in Social Security.
- **Vacation** – Twelve (12) days after one year of service; 15 days after four years, six months of service; 20 days after 19.5 years of service.
- **Executive Leave** – Forty (40) hours per year.
- **Sick Leave** – One day earned per month; unlimited accumulation; conversion upon retirement to cash credit toward health and/or dental insurance premiums, or to pension credits.
- **Holidays** – Nine designated holidays per year, plus four personal holidays to be used at the employee's discretion.
- **Transportation Allowance**
- **Health and Dental Insurance** – The City offers an HMO and PPO option for health and dental insurance coverage. The City pays major portion of the premium for employee and dependents depending on the health/dental plan selected.
- **Life Insurance** – City-paid term life insurance policy equal to three times annual salary to a maximum of \$500,000.
- **Disability** – City-paid short-term and long-term disability insurance.
- **Flexible Spending Account** – Optional election for employees to reduce taxable income for payment of allowable childcare or medical expenses.
- **Management Physical** – Annual City-paid physical examination.
- **Deferred Compensation 457(b) Plan** – Optional for employee contribution to a supplementary retirement savings program available through ICMA Retirement Corporation.
- **Technology Allowance** – Monthly stipend.

## APPLICATION PROCESS

This recruitment will close at 5:00 p.m. **on August 8, 2016**. To be considered for this opportunity, applicants must submit an online application, including resume and cover letter that reflect the scope and level of their current/most recent positions and responsibilities, including salary history. Online applications can be filed at <http://agency.governmentjobs.com/longbeach/default.cfm>. Candidates must also complete the online supplemental questionnaire.

Following the final filing deadline, all applications and supplemental questionnaires will be evaluated to determine the most qualified applicants. Incomplete application packets or application packets that clearly do not meet the minimum requirements will not be considered.

The most qualified applicants may be preliminarily interviewed. Those individuals determined to be best suited for the position will be interviewed by a selection panel. The final applicant will be subject to a thorough reference and background check.

This information is available in an alternative format by request to City Manager Department at (562) 570.6060. If you require an accommodation because of a disability in order to participate in any phase of the application process, please request when submitting your resume or call (562) 570.6060.

## EQUAL OPPORTUNITY

The City of Long Beach is an Equal Opportunity Employer and values diversity at all levels of the organization.

## SUPPLEMENTAL QUESTIONS

Please submit your written response to the following questions in PDF format. Responses are to be no more than one page per question. Please include your name on all information submitted. The responses submitted will be used as part of the evaluation and selection process.

1. Please describe three major accomplishments in your career related to this position. Include in your answer the specific role that you played and the challenges that you faced.
2. Please describe a major project that you managed. Include in your answer, the size and scope of the project, number of personnel and disciplines managed and any challenges that you faced and how these challenges were managed,
3. Please give an example of how you have implemented change within an organization? What steps did you take and what challenges did you have to overcome?